



Employer of Choice Award Guidelines

What makes your organization a great place to work?

Employers use a variety of methods to attract and retain people. Staff may be supported to:

- Work flexibility
- Balance work & family life
- Employee retention
- Offer challenging & rewarding careers
- Contribute new ideas
- Communicate effectively
- Maintain & promote good health
- Community involvement
- Strong leadership skills
- Competitive wages & benefits

Entry process and judging

All entrants will be notified in writing of receipt of their entry.

Entries will be judged by a panel comprising of the Employer of Choice Board and the JSEC Coordinators from Billings Job Service.

The 2014 Employer of Choice winners will be announced at an awards event to be held in February 2014. All entrants will be invited to attend.

The judging panel will select the organization of the 2014 Employer of Choice Award based on its decisions on written entries, employee interviews, and a site visit.

Terms and conditions of entry

- All entry documentation must be received by the committee by **5:00 pm on February 14, 2014**. Late entries will not be accepted.
- Members of the judging panel are ineligible to enter.
- Entries and supporting materials will not be returned to entrants.
- The selected organizations will be entitled to use the Employer of Choice logo on any recruitment, advertising or promotional material.
- All materials submitted to the department will be used for the purpose it is intended and will not be circulated. No material relating to the entry will be publicized without prior approval.
- Winners in each category will be entered into the State of Montana's Montana State Employers Council Employer of Choice Award to be announced at the State MSEC/JSEC conference in June, 2014.

Assistance in completing the entry

If you require any assistance in completing your entry, please do not hesitate to phone Billings Job Service at (406) 655-6081 or email tglen@mt.gov.